


# ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

It is the applicant's responsibility to keep the information on this form current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.		
Name: Debra M. Rackley		Date: 4/18/2011
Home Phone: 562-4943	Work Phone: 875-7290	Email: rackley_d@firn.edu
Occupation: Director/Principal	Employer: Gadsden County Public Schools	
Please check box for preferred mailing address.		
<input checked="" type="checkbox"/> Work Address: City/State/Zip:		
<input checked="" type="checkbox"/> Home Address 2633 Faringdon Court City/State/Zip: Tallahassee, FL 32303		
Do you live in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you live within the City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you own property in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
For how many years have you lived in and/or owned property in Leon County? 31 years		
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference		
1st Choice: Commission on the Status of Women and Girls 2nd Choice:		
If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please check those areas in which you are interested, or describe other areas not listed: Culture and Arts ___ Environmental/ Growth Management ___ Health Care ___ Human Relations ___ Human Services ___ Housing ___ Library Services ___ Other Areas _____		
Have you served on any previous Leon County committees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, on what Committee(s) have you served? _____		
How many days per month would you be willing to commit for Committee work? <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 to 3 <input type="checkbox"/> 4 or more And for how many months would you be willing to commit that amount of time? <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 to 5 <input type="checkbox"/> 6 or more What time of day would be best for you to attend Committee meetings? <input type="checkbox"/> Day <input checked="" type="checkbox"/> Night		
(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.		
Race: <input type="checkbox"/> Caucasian <input checked="" type="checkbox"/> African-American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other Sex: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female Age: 53 Disabled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No District _____		
Persons needing a special accommodation to participate in an Advisory Committee should contact Christine Coble by telephone at 606-5300 or e-mail at CobleC@leoncountyfl.gov		

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

*Debra M. Rackley*

2633 Faringdon Court  
Tallahassee, Florida 32303  
(850) 875-7290 (W)  
(850) 443-1737 (Cell)  
rackley\_d@fln.edu

## **QUALIFICATIONS**

### **Leadership**

- Provides leadership and direction for the Gadsden School District in the areas of career, technical and adult education which includes curriculum design and implementation.
- Principal, provides administrative guidance and direction for Gadsden Technical Institute
- Serves as grant administrator for Perkins Secondary, Post-secondary, Adult Education, Rural and Sparsely Populated, Adults with Disabilities, and several private grants.
- Serves as administrator for educational services, which includes Forensics, at Florida State Hospital
- Director, Financial Aid and Enrollment/Student Services
- Coordinated the Corrections Leadership and Law Career Academy and the IT Academy for secondary students
- Serves as District designee for several local and regional Boards (i.e, Workforce Board, Chamber of Commerce; Vice President, Gadsden Community Health Council)
- Provided feedback on legislative issues for potential Workforce Education impact
- Serves on various district committees
- Plans and coordinates annual Career, Technical and Adult Education Summer Conference and Annual EXPO
- Monitors and analyzes program performance through systematic data collection and feedback
- Provided technical assistance, monitored, and implemented policy for academies under FLDOE
- Developed, implemented, and analyzed Program Sustainability Workshops statewide
- Served as state manager and implemented policy on: National Career Academy Coalition (state and national), Florida Regional STW Coordinators, Adult Education and Blue Ribbon Schools Program
- Performed legislative/administrative policy analysis of proposals relating to the Division Community Colleges and Workforce Development

### **Public Relations**

- Develops marketing strategies for Gadsden Technical Institute and all other secondary/post-secondary CTE and Adult Education programs in the District
- Designed and produced quarterly newsletters
- Promotes programs through community organizations such as Kiwanis Clubs, Senior Citizens, Youth Organizations, etc.
- Designs/promotes annual District Career Expo and Mini-Conference
- Promoted School-to-Work/Tech Prep programs through media
- Assisted in the planning and coordination of business programs through the annual curriculum fair

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- Interacts with local and regional businesses in the promotion of community and economic development
- Serves on numerous boards and councils
- Develops business partnership packets to promote school programs
- Served as primary contact for School-to-Work/Tech Prep programs (Pathways)
- Served as lead teacher for Business Education in the district for five years
- Develops brochures and surveys to promote career development projects
- Coordinated school's internship program
- Represents district at local, state, and national conferences and conventions
- Maintains a working relationship with the Agency for Workforce Innovation, FLDOE, Region 5 Workforce Board, Economic Development Councils etc., to promote workforce development issues

**Counseling/Career Advising**

- Counsels high school, adult education and postsecondary students in career planning issues using various resources and tools
- Established an Academic Advising program
- Coordinated the Ready to Work Credentials programs for secondary/post-secondary students
- Counsels adult students in the use of computer assisted guidance software
- Trained in meeting diverse needs of students and families
- Facilitated the inclusion of career-development software applications school-wide.
- Trained in the use of computer-assisted career guidance programs such as Discover, CHOICES/CT, SIGI PLUS, and Self-Directed Search.

**Programming, Outreach, & Instruction**

- Past Adjunct Instructor, College Success, Tallahassee Community College (9 years)
- Assisted in the development of several dynamic articulation agreements with Tallahassee Community Colleges and Lively Technical Center
- Created several new post-secondary education programs (Patient Care, Nail Technology, etc.)
- Provided instruction to adult learners using the Internet technology
- Facilitated an outreach program for at-risk students
- Keynote Speaker for various agencies/organizations
- Coordinated a "Distinguished Speaker Series" for mentor opportunities
- Developed work-based learning programs for students
- Sponsored, Future Business Leaders of America (FBLA)
- Provides financial support and leadership in District-wide Career and Technical Student Organizations (CTSOs), SkillsUSA, FBLA, and FCCLA
- Coordinated programs for the senior citizen's center and other civic organizations
- Provides technological training for high school teachers
- Coordinates career and technical education expos

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## **Technology and Software Applications**

- Technology training
- Maintained Academy and Best Practices Database at the State level
- Demonstrated exceptional knowledge of MS Office and other office support systems
- Fluent in the use of the Internet
- Provided career development software applications school-wide

## **Human Resource Management/Consulting**

- Past Freelance Writer, Wall Street Journal (4 years)
- Statewide Facilitator/Trainer for educational reform options
- Provides staff development training on various topics
- Exceptional interpersonal skills
- Demonstrated leadership and supervisory skills
- Facilitated job shadowing programs for students and employers
- Collaborates and implemented new programs annually with the assistance of local, regional and state officials
- Provided paid and unpaid internship opportunities for students
- Coordinated professional student volunteers

## **Research**

- Analyzes the possibilities of new programs using the demographic, Chamber of Commerce, local business and industry needs and district, regional and national needs
- Conducts research of best practices using text, electronic media, and site visits

## **EDUCATION**

**Doctorate in Workforce Education**, anticipated completion date TBA (on leave)  
Florida State University, Workforce Development Emphasis

**Master of Science in Higher Education/Student Affairs**, December 2000  
Florida State University, College Administration/Career Development Minor

**Bachelor of Science in Business Education**, April 1992  
Florida Agricultural and Mechanical University

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## **EMPLOYMENT HISTORY**

### ***District Director, Career, Technical and Adult Education***

#### ***Principal, Gadsden Technical Institute***

#### ***Principal, Educational Services, Florida State Hospital***

Gadsden County Public Schools

(July 2005-Present)

### ***Adjunct Instructor***

Counseling Center/Academic Support, College Success Course

Tallahassee Community College, Tallahassee, Florida

(August 2001-April 2010)

### ***Freelance Writer, Wall Street Journal/Dow Jones***

Wrote educational articles/lessons for the Wall Street Journal Classroom Edition; worked with editor to produce print and online works for high school students both nationally and internationally.

Work was based on career and technical content and training.

(May 2001-May 2005)

### **Educational Consultant for Policy Section/Marketing and Public Relations**

Division of Workforce Development/Policy Unit, Office of the Director

Florida Department of Education, Tallahassee, Florida

(May 2001 – 2005)

### **State Coordinator for Career Academies and Best Practices**

Division of Workforce Development/School-to-Work Office

Florida Department of Education, Tallahassee, Florida

(November 2000 – May 2001)

### ***Business/Vocational Educator, James A. Shanks High School***

Gadsden County Schools, Quincy, Florida

(July 1998 – November 2000)

### **Adult Education Instructor, Gadsden Technical Institute**

Gadsden County Schools, Quincy, Florida

January 1999-May 1999

### ***Consultant, Gadsden Youth Development Council***

Quincy, Florida

(May 1996 - 1998)

### ***Business/Career/Technical Educator, Carter-Parramore Middle School***

Gadsden County Schools, Quincy, Florida

(February 1993 - May 1998)

### ***Assistant to the Director***

FAMU Developmental Research School, Tallahassee, Florida

(June 1983 - February 1993)

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## **INTERNSHIP EXPERIENCE**

***Intern - Career Center***

Tallahassee Community College, Tallahassee, Florida  
(June 2000 - August 2000 Session B)

***Intern - Division of Professional and Technical Development***

Tallahassee Community College, Tallahassee, Florida  
(May 2000 - June 2000 Session A)

***Observation - Division of Professional and Technical Development***

Tallahassee Community College, Tallahassee, Florida  
(January 2000 - April 2000)

**Intern – Department of Corrections**

Tallahassee, Florida  
(Summer 1999)

***Observation - Career Center***

Florida State University, Tallahassee, Florida  
(October 1998 - December 1998)

**PROFESSIONAL PRESENTATIONS/PUBLICATIONS**

Presenter, "Contextual Teaching and Learning", numerous conferences and symposiums  
ACE, FAcTE and other professional organizations

Presenter, "Legislative Policy Update", GED Symposiums, ACE Conferences

Presenter, workshops and training sessions on women's issues.

Presenter, "Bringing the Workplace into the Classroom", Economic Education Seminars, Claude Pepper  
Center, Florida State University, Tallahassee, Florida.

Presenter, "Work-Based Learning Initiatives - School-to-Work/Tech Prep", Annual School-to-Work  
Conference, Orange County Convention Center, Orlando, Florida.

Presenter, "The Internet - Have You Mastered It or Has It Mastered You", Teacher In-service Workshop,  
Quincy, Florida.

Numerous works in the Wall Street Journal (International Distribution)

Work in Progress - "Classroom Management Strategies ". Anticipated completion date - Fall 2012.

Motivational Speaker at numerous local, state, and national organizational functions

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**HONORS AND AWARDS**

*Recipient, Who's Who Among America's Leaders, 2009*  
*Nominee, "Governor's Award for Excellence in Economics", April 2000*  
*Recipient, Who's Who Among America's Teachers, 1999, 2000*  
*Nominee, Outstanding Vocational Programs in Region I, 2000*  
*Nominee/Finalist, "District Teacher of the Year (1999, 1998, 1997)*  
*Recipient, "Lead Teacher for Business Education in the District" (5 years)*

## **PROFESSIONAL AFFILIATIONS**

*Association for Career and Technical Education (ACTE)*  
*Florida Association for Career and Technical Education (FACTE)*  
*Florida Business Teacher Education Association (FBTEA)*  
*Commission on Adult Basic Education (COABE)*

## **CERTIFICATION AREA**

*Business Education*  
*Local Vocational Director*

## **REFERENCES**

**References (you must provide at least one personal reference who is not a family member):**

Name: \_\_\_\_\_ Cheryl Jennings \_\_\_\_\_ Telephone: \_\_\_\_\_ 570-5531 \_\_\_\_\_

Address: \_\_\_\_\_ 1814 Skyland Drive Tallahassee, FL 32303 \_\_\_\_\_

Name: Pamela Shrestha Telephone: 321-4433

Address: 2271 Upland Way Tallahassee, FL 32312

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION [www.leoncountyfl.gov/bcc/committees/training.asp](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? 9 X Yes 9 No

Are you willing to complete a financial disclosure form and/or a background check, if applicable? 9 X Yes 9 No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? 9 Yes 9 X No If yes, from whom? \_\_\_\_\_

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? 9 Yes 9 X No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? 9 Yes 9 X No If yes, please explain \_\_\_\_\_

Do you or your employer, or your spouse or child or their employers, do business with Leon County? 9 Yes 9 X No

If yes, please explain \_\_\_\_\_

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? 9 Yes 9 X No

If yes, please explain \_\_\_\_\_

All statements and information provided in this application are true to the best of my knowledge.

Signature: 

Please return Application

by mail: Christine Coble, Agenda Coordinator  
Leon County Board of County Commissioners  
301 South Monroe Street  
Tallahassee, FL 32301

by email: [coblec@leoncountyfl.gov](mailto:coblec@leoncountyfl.gov)